



# Renewable Resource Program Instructions

Delaware Energy Office – 1203 College Park Drive, Suite 101- Dover, Delaware 19904

Phone: 302-735-3480 - Fax: 302-739-1840 – Web: [www.energy.dnrec.delaware.gov](http://www.energy.dnrec.delaware.gov)

## Getting Started:

1. **Review program requirements.** Regulations can be found on the Delaware Energy Office website
2. **Select a qualifying technology.** Qualifying technologies include: geothermal, photovoltaic, solar water heating and wind turbines.
3. **Select a retailer or installing contractor.** The Delaware Energy Office maintains a list of participating contractors on the Delaware Energy Office website.
4. **Submit Initial documentation** - Use the **Documentation Description** pages for clarification
  - ☐ Completed Grant Application
  - ☐ Copy of a Project Estimate, Purchase Order or Letter of Intent
  - ☐ Copy of recent electric bill for the installation address
  - ☐ System Schematic
  - ☐ Manual J calculation or equivalent - **(Geothermal Applicants Only)**
  - ☐ Plot Diagram
  - ☐ Copy of Approved Building Permit
  - ☐ Approved Interconnection Agreement - **(PV and Wind Applicants Only)**

## COMPLETION INSTRUCTIONS:

1. **Wait for your notification letter.** Approved applications will receive a Grant Confirmation Form. Declined applicants will be informed as to what further information is required.
2. **Install your system as described in the Grant Application.** Please notify the Energy Office in writing of changes to your original request, failure to do so may cause a delay in the processing or forfeiture of your grant. All systems must conform to all program requirements.
3. **Submit Final Documentation** - Use the **Documentation Description** pages for clarification
  - ☐ Signed Grant Confirmation and Claim Form
  - ☐ Copy of Final Building Inspection and Approval Documents
  - ☐ Copy of Final Interconnection Approval **(PV and Wind Applicants Only)**
  - ☐ Copy of Geothermal Well Permit(s) - **(Geothermal Applicants Only)**
  - ☐ Copy of Final Sales Invoice(s)
  - ☐ Copy of Warranty Agreement **(5 year minimum, parts and labor)**
  - ☐ Copy of Front Cover of Owner's Manual
  - ☐ Paper W-9 registration **(Provided on Program website)**

## ENERGY OFFICE FINAL REVIEW

1. **Upon final documentation receipt, the Energy Office will evaluate your project for payment.**
2. **The Energy Office may wish to inspect your system prior to approving the grant payment.**
3. **The Delaware Energy Office processes applications and conducts technical reviews only. Please contact the Delaware Electric Cooperative regarding grant payment timelines and program funding issues; the contact is Mark Nielson, telephone number 302-349-3147.**